

# SEPTIC PERMIT APPLICATION CHECK-LIST

1. Soil Investigation by registered soil scientist. (Once soil tests are complete the sight should be protected from any traffic/disturbance. Soil Scientist list available at Health Dept.)
2. Must provide the CONTRACTOR'S DRAWING of the house plan or addition being constructed. (Plans must be on an 8.5X11 sheet of paper or in digital format.)
3. Submit the Site Evaluation Form provided by the Jay County Health Dept. This form is required in order to review the Soil Investigation Report.

**At this point the Soil Investigation Report will be reviewed by the Health Dept. and the minimum septic system sizing requirements and the Septic Permit Application will be sent to the individual/entity listed on the Site Evaluation Form.**

4. Have or obtain a 911 Address at the Sheriff's Office (Driveway must be installed, or well marked before address is assigned)
5. If this is newly purchased property, the transfer must be completed with new buyer's name on title.
6. Obtain copy of Property Card from Assessors Office or a recent Deed to verify ownership.
7. Select and contact the registered septic system installer you will be using to install your septic system. They will require the minimum septic system requirements issued by the Health Dept. in order to design the septic system (Installer must be certified and bonded in Jay County)
8. The Jay County Registered Septic Installer of your choice must present his complete set of septic system plans to the Health Dept. for approval.
9. Once the septic plans have been approved submit the completed permit application and the residential permit fee of \$100.00. The permit can then be issued.

INDIANA STATE  
DEPARTMENT OF HEALTH

LIST OF SOIL SCIENCE CONSULTANTS

The following list of local ARCPACS Certified Soil Consultants is provided as a convenience in obtaining an on-site soil survey. This does not constitute an endorsement of any listed consultant:

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1. ADAMS ENVIROMENTAL CORP.

Tom Adams  
P.O. Box 3206  
Anderson, IN 46018  
Phone: 765-354-9171  
Fax: 765-354-9230

2. BUCKINGHAM, CPSSc

419 North High Street  
Union City, IN 47390  
Phone: 765-964-3323

3. BAKER SOIL SERVICES INC.

Joe Baker  
3152 N. 100 W.  
Decatur, IN 46733  
Phone: 260-724-2144

4. J.C. SOIL CONSULTANTS, INC.

0328 South 600 West  
Portland, IN 47371-9530  
John Stockton  
Phone: 260-726-2529  
Carl Walker  
Phone: 260-731-7493

LIST OF REGISTERED ON SITE SEWAGE DISPOSAL SYSTEM  
INSTALLER FOR JAY COUNTY

The following list of Registered On-site Sewage Disposal System Installers is provided as a convenience in obtaining an installer for you On-site Sewage System. This does not constitute an endorsement of any installer on the list:

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|---|--|
| 1. Corwin Trenching (81-01)<br>John Corwin<br>P. O. Box 61<br>Pennville, IN 47369<br>260-731-5593 (Home)<br>260-731-2242 (Fax)                        | 5. Guy Tressler Excavating (02-47)<br>Guy Tressler<br>4475 N. U.S. 27<br>Portland, IN 47371<br>260-726-6697 (Home)<br>260-729-2184 (Cell)        |
| 2. Wellman Farm Drainage (82-13)<br>Dennis Wellman<br>6726 N. 700 E.<br>Bryant, IN 47326<br>260-997-6557 (Home)                                       | 6. Tressler Backhoe & Trenching (97-42)<br>William Tressler<br>9301 E. 100 N.<br>Selma, IN 47383<br>765-369-2593 (Office)<br>765-741-9781 (Home) |
| 3. Davis Construction & Exc. (89-22)<br>Clint Davis<br>1805 N. U.S. 27<br>Portland, IN 47371<br>260-726-2230 (Office)<br>260-729-5026 (Fax)           | 7. Watson Excavating (94-35)<br>Bill Watson<br>9420 West S. R. 67<br>Redkey, IN 47373<br>765-744-2204 (Office)<br>765-369-2778 (Home)            |
| 4. A. Landon Excavating, L.L.C. (09-51)<br>Andy Landon<br>140 W. Votaw Street<br>Portland, IN 47371<br>260-726-9564 (Business)<br>260-726-6227 (Home) |  |

# Jay County Health Department Site Evaluation Form

504 West Arch Street  
Portland, IN 47371  
Phone: 260-726-8080  
Fax: 260-726-2220

**THIS IS NOT THE  
PERMIT  
APPLICATION**

**Complete this form to the best of your ability. Anything you don't know, leave blank. If the information is absolutely necessary, I will ask. This form must be submitted before the soil report can be processed.**

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Current address \_\_\_\_\_ City \_\_\_\_\_ zip \_\_\_\_\_ Work phone \_\_\_\_\_

Email \_\_\_\_\_

Best times to contact: \_\_\_\_\_

Please list the name, address, telephone #'s, and/or email of the main contact person if different than above.

Site Information: New - Repair - Expansion - Gray Water - Other \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ N RANGE \_\_\_\_\_ E PROPERTY SIZE \_\_\_\_\_

ADDRESS OR DIRECTIONS TO PROPERTY \_\_\_\_\_

CURRENT LAND USE: Agriculture - Set aside - Wooded - Other \_\_\_\_\_ Current vegetation \_\_\_\_\_

POSSIBLE DRAINAGE OUTLETS \_\_\_\_\_

## Dwelling Information

NUMBER OF BEDROOMS \_\_\_\_\_ (If a room "looks" like a bedroom but you are going to use it another way, it's still considered a bedroom. **Please submit a detailed floor plan on an 8.5X11 sheet of paper or in digital format.**)

GARBAGE DISPOSAL *Yes or No* JETTED BATHTUB *Yes or No* If yes, list gallons \_\_\_\_\_ (specification sheet required for the permit)

BASEMENT: None - Standard - Walkout - Other \_\_\_\_\_ Size \_\_\_\_\_

OVER ►►►

ANTICIPATED START DATE OF PROJECT \_\_\_\_\_

TYPE OF CONSTRUCTION: Stick - Modular - Mobile Home - Pre-fab - Undecided - Don't know Other \_\_\_\_\_

NAME AND ADDRESS OF BUILDER OR MANUFACTURING COMPANY \_\_\_\_\_

**PLEASE READ AND SIGN:** Ask questions if you do not understand.

- I am advised and am fully aware that this is **neither a septic permit nor the application for a septic permit**. It is only an application for the evaluation of the above referenced property.
- According to Rule 410 IAC 6-8.3-53, **NO CONSTRUCTION OF THE RESIDENCE OR SYSTEM** may begin until the evaluation is complete, approved, and the **actual septic permit is issued**.
- All construction traffic shall be excluded from the area for the system and any required down slope dispersal area. If construction traffic crosses the area for the system or dispersal area, I will be required to hire a soil scientist to evaluate the site for damage.
- I understand that a pre-installation wetness check will be performed by the installer and that the soil must pass before the absorption field may be installed.

I agree to comply with these stipulations completely and take responsibility for informing any and all contractors, I may hire, of these requirements.

Only one signature is required.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS: Is there any other information you think would be helpful? \_\_\_\_\_

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